

Wisconsin Recreational Facilities FACT SHEET



Recreation/Educational Camp Recordkeeping—What is a Bound Book?

Each year when inspectors review health recordkeeping at camps, they review the logging of medication dispensed and also treatment provided. Each event, whether over-the-counter or prescription medication, or first aid applied, must be logged in a logbook or logbooks. The medication logbook and treatment logbook may be combined as one logbook or they may be separate.

In order to ensure the accuracy, integrity and durability of the logbooks, they must be appropriately bound, as required in ATCP 79.19(7)(b). A bound book provides additional security for medical records at the camp.

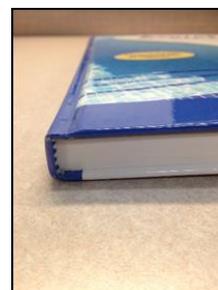
Several types of book bindings are available today, but only selected types are considered a “bound” book.

The department has reviewed many types of bindings in use today and has consulted experts in this field to determine which bindings provide security for items such as medical record logs.

Please see each list below to learn which binding types are approved by the department and which types are not.

Approved

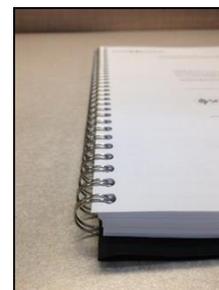
Hard Cover or Case Binding—Pages are sewn together with thread and encased between cardboard covers. An adhesive may also be used to fortify binding strength.



Adhesive Binding—Pages are adhered together at the spine. Can either be a hard cover or paper back cover.



Twin/Double Loop Binding—A continuous “C” shaped wire spine that is squeezed into a round shape using a wire closing machine. The wire should not be able to be opened and clipped shut without the use of a machine.



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Approved Continued

Spiral/Coil Binding—One continuous plastic or metal wire spirals through all pages the entire length of the book. The spiral should not be able to be opened and clipped shut or separated by any mechanism.



Velo-Binding—Two pieces of plastic are melted together along one edge to securely bind together all pages.



Not Approved

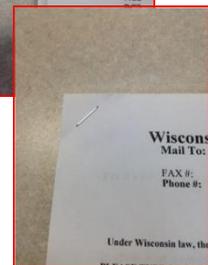
Comb/Zip Binding—The rings on the spine open and insert into the holes in the page and rest against the spine, resulting in a closure that can be opened again for making changes to the book.



Ring Binders—Large folders that contain hole punched loose papers. Papers can be easily removed and replaced.



Loose Leaf of Stapled Paper—Paper that is not in any book, binder, or folder. Paper can be easily lost, discarded, or re-printed.



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